

CONTINUING EDUCATION EXTENSION/EXEMPTION REQUEST

RE 213 (Rev. 8/03)

GENERAL INFORMATION

Use this form to request either a continuing education **extension** or a continuing education **exemption**.

Extension

- ✓ Please read extension information on reverse side.
- ✓ Complete extension request below and submit it with explanation/documentation, renewal application, Continuing Education Course Verification (RE 251), and appropriate renewal fee.

Exemption

- ✓ Please read exemption information on reverse side.
- ✓ Complete exemption request below and submit it with a copy of your birth certificate or driver's license to verify your age along with any other supporting documents showing the number of years licensed.

Mailing Information*Salesperson*

Department of Real Estate
P.O. Box 187003
Sacramento, CA 95818-7003

Broker/Corp.

Department of Real Estate
P.O. Box 187004
Sacramento, CA 95818-7004

LICENSEE INFORMATION

NAME (LAST, FIRST & MIDDLE)

LICENSE TYPE

☐ SALESPERSON ☐ BROKER ☐ OFFICER

LICENSE IDENTIFICATION NUMBER

MAILING ADDRESS (STREET, CITY, STATE, ZIP CODE)

EXTENSION REQUEST

TYPE OF EXTENSION

☐ MEDICAL ☐ MILITARY ☐ OTHER

NUMBER OF CE COURSE HOURS COMPLETED

EXPLANATION (ATTACH ADDITIONAL SHEETS IF NECESSARY.)

Extension Certification

I hereby certify that the above information and any attached documentation is true and correct.

SIGNATURE OF LICENSEE

➤

DATE

EXEMPTION REQUEST

DATE OF BIRTH

FIRST LICENSED AS:

☐ SALES. ☐ BROKER

CITY FIRST LICENSED IN:

DATE FIRST LICENSED

Exemption Certification

I hereby certify that I have been a real estate licensee in good standing for 30 continuous years in this state and that I am 70 years of age or older.

SIGNATURE OF LICENSEE

➤

DATE

FOR OFFICE USE ONLY

CHECK APPROPRIATE BOX

☐ EXTENSION GRANTED ☐ EXTENSION DENIED ☐ EXEMPTION GRANTED ☐ EXEMPTION DENIED

EMPLOYEE

➤

DATE

EXTENSION INFORMATION

What is a continuing education extension?

If granted, the licensee has an additional 90 days, from the license expiration date, to furnish evidence showing compliance with the Commissioner's requirements for continuing education.

Who qualifies for a continuing education extension?

- ✓ Any licensee who has submitted evidence of completing attendance of 45 hours of continuing education and the Department of Real Estate finds that some portion of the submission is or will not be acceptable.

"If an applicant for a license has submitted, in good faith, evidence of completion of continuing education which he had reason to believe would qualify him for license renewal, but the Commissioner finds that the evidence submitted does not qualify under standards adopted pursuant to this article, the Commissioner may, nonetheless, extend the license for 90 days in order to allow the applicant to submit additional evidence of compliance, which satisfies the requirement of this article." [Business and Professions Code §10171.2]

- ✓ The following situations may also qualify the licensee for an extension:
 - Health reasons preventing attendance;
 - Active duty in the military service with assignment to a permanent duty stationed outside of the state during the last 18 months of a license period;
 - Other compelling cause beyond the control of the applicant while engaged in the real estate business.

What explanation or documentation is needed?

Extension requests under any of the above conditions should be in writing and contain a full explanation of the reasons that necessitate an extension including the number of hours already completed, if any, and why courses/offerings were not attended during the preceding four years. Such reasons as not being aware of the continuing education requirement, or not previously having time to attend will not be considered sufficient evidence to warrant an extension. **All requests must be accompanied by a properly completed renewal application and fee, and received by the Department PRIOR to the license expiration date.**

Health: Consideration for health reasons must also include written verification (*on physician's letterhead*) from a physician detailing the illness or condition that precluded attendance, the date that the illness or condition occurred, reasons that a correspondence offering or on-site offering could not be attended, and an estimate of the time when recovery may be achieved.

Military: Extension requests for military service out of the country for more than 18 months must be accompanied by appropriate documentation and/or substantiation from the commanding officer.

Requests for extension should be as complete and factual as possible, an incomplete request may require additional correspondence which may delay the final decision. Each request will be considered on an individual basis.

CE EXEMPTION INFORMATION

Renewal applicants who desire to qualify for the continuing education exemption under Section 10170.8 of the Business and Professions Code must submit this form or a written request with their renewal application and fee. All items must be filed prior to the licensee's expiration date.

B&P Code §10170.8 — Exemption Conditions

"The provisions of this article shall not apply to any real estate licensee who submits proof satisfactory to the commissioner that he or she has been a real estate licensee in good standing for 30 continuous years in this state and is 70 years of age or older.

A licensee in good standing is one who holds an active license which has not been suspended, revoked, or restricted as a result of disciplinary action."

What must be submitted

- Written requests in lieu of this form should contain the information listed in the form.
- Attach a copy of your birth certificate or driver's license to verify your age along with any other supporting documents showing the number of years licensed.
- **Date first licensed** — Sacramento Licensing cannot provide this information over the telephone. Such requests should be submitted in writing. Please allow three to four weeks for a response.

PRIVACY NOTICE

PRIVACY NOTICE: Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. *Each individual has the right to review personal information maintained by this agency, unless access is exempted by law.*

Department of Real Estate Managing Deputy Commissioner IV
2201 Broadway Licensing, Examinations, and Education Division
Sacramento, CA 95818 Telephone: (916) 227-0931

General powers of the Commissioner, Section 10050, 10071 and 10075 of the Business and Professions Code authorizes the maintenance of this information.

If this form requests your social security number, that information is voluntary.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Department with specific information. If all or any part of the required information is not provided processing may be delayed. In addition, the Commissioner may suspend or revoke a license, or in the case of a license applicant, may

deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in this form is primarily used to furnish license status information to the Department's regulatory section, and to answer inquiries and give information to the public on license status, business address and actions taken to deny, revoke, restrict, or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (i.e., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).